

## Instructions on using EVAF (Electronic Visa Application Forms) to apply for an Official/Diplomatic visa

Applicants for official and diplomatic visas are required to use EVAF. Please read and follow the instructions below carefully. The Embassy cannot accept incomplete or improper applications.

1. Complete the NIV application form **DS-156** on the E-visa (EVAF) form, which is available online at <http://evisaforms.state.gov>. Be sure to click the 'Continue' button before printing your application. Print the completed application form using a LASER Printer or a HIGH QUALITY INK JET PRINTER (dot matrix printers will not produce an acceptable form). When hitting the print button, three pages will be printed -- please bring all of them when applying. All instructions on how to use the form are available on our website, <http://nepal.usembassy.gov>. **Note: The Consular Section cannot process any DS-156 application which is not filled out in the proper evisaforms format.**
2. After you print your completed EVAF application forms, submit them along with your passport and any other relevant documents that support your application. **Nepal Government-sponsored program applicants are required to bring the original copy of the diplomatic note.** International organization-sponsored applicants are required to confirm with the U.S. Consular Section that their transportation letter has arrived from their headquarters in the U.S.

*International Organization applicants should call the Consular Section at 444-5577 (ask for the NIV Unit) from 2-4 pm or write an email to [consktm@state.gov](mailto:consktm@state.gov) before they turn in their documents in order to confirm we have received their transportation letter.*

3. Once all documents are in place, we will provide the applicant with a ticket receipt and start processing the visa. It takes approximately five working days to complete the process, unless additional administrative processing is required. We will inform the applicant once the processing is completed. Please do not call us to inquire about your status; we will call you.
4. We will upload your application into our computer system using a barcode reader. **If the reader is not able to recognize the barcodes on the first and the third page of your application form, you will be required to fill out a new form using the same requirements mentioned above. Please DO NOT tamper with or spoil the barcodes printed on the EVAF forms.**
5. Please bring one 2"x 2" (50 mm x 50 mm) sized photograph without borders, taken against a white background.
6. Please apply early! Do not wait until the last minute. The Consular Section will do everything possible to process your application in a timely fashion, but we cannot skip required steps in processing which may take some time. Please help us help you and apply as early as possible.